

**TOWN OF MANCHESTER**  
**POSITION GUIDE**

**Title:** Land Records Clerk II  
**Department:** Town Clerk's Office  
**Reports To:** Town Clerk

**NATURE OF WORK**

Performs responsible and varied administrative and clerical work in recording vital statistics, land records, election information and other records. Issues various licenses and permits. Interprets land records requiring indexing and notations. Provides information to the public requiring a knowledge of department programs and procedures.

**ESSENTIAL FUNCTIONS**

Receives and processes various documents including trade name certificates, veterans' discharges, liquor permits and notary renewals. Receives, proofreads and enters land record and other information into an electronic filing system by remote computer terminal; issues dog licenses, marriage licenses, voter registration and birth certificates.

Receives and files official minutes of town boards and commissions; maintains "Town Meeting Book".

Performs clerical duties in preparation for general and special elections; composes routine reports and correspondence for review and signature by Town Clerk; assists in compiling reports and recordkeeping for statutory, regulatory, Town and public information purposes; prepares reports upon request of Town Clerk.

Serves as an Assistant Registrar of Vital Statistics, gives oaths and issues marriage licenses, records and indexes births, deaths and other vital statistics. Prepares and maintains requisite reports.

Bills other towns for transfer of records and information. Issues and receives fees for a variety of licenses. Prepares sales ratio forms and transmits to Assessor and Connecticut State Department of Revenue Services; prepares and microfilms land record information and other records; provides assistance to title searchers, attorneys and members of the public; performs varied clerical work of a responsible nature in processing land records, including indexing, "Daybook" entry and proof reading and distribution.

Makes work decisions within the framework of department policy and interprets department policy to interested parties.

Performs accounting tasks for budgetary purposes, processes invoices, vouchers and receipts including reconciliation and reporting.

Types correspondence, reports, licenses, permits and other specifications; serves as a Notary Public.

Assigns, supervises and reviews work of subordinates; supervises subordinates on jobs or tasks specified by the Assistant Town Clerk.

Prepares and performs the indexing of vital statistics; assists in the preparation and processing of

maps for indexing.

**OTHER FUNCTIONS**

Operates a variety of office equipment; maintains office files; temporarily relieves other office staff as need requires.

Performs general receptionist duties; performs other duties as assigned.

**DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of basic office procedures, including filing, scheduling, posting and basic bookkeeping; ability to type accurately; ability to operate data and word processing equipment.

Ability to follow written and oral instructions and work independently as necessary.

Knowledge of laws, regulations and procedures pertaining to mission of assigned department.

Knowledge of election procedure and primary laws.

Ability to maintain accurate files and records.

Ability to perform accurate mathematical computations.

Ability to establish and maintain effective working relationships with coworkers.

**PHYSICAL AND MENTAL EFFORT/ENVIRONMENTAL AND WORKING CONDITIONS**

Must be mobile, able to push/pull light objects, lift objects less than 20 pounds. Must be able to perform such tasks as writing, filing, typing, using a calculator, and skills which require hand-eye coordination such as using a typewriter or computer. Must be able to sit for prolonged periods.

Must be able to see objects closely, as in reading and typing a document; hear normal sounds with background noise, distinguish voice patterns and communicate through speech, as in using a telephone.

Must be able to concentrate on fine detail with constant interruption, attend to task for 45-60 minutes at a time, remember multiple assignments given over long periods of time, and understand the theories behind several related concepts.

Ability to get along with co-workers, supervisors, customers and the public at large.

May be exposed to dust, fluctuation in inside temperatures and electro-magnetic radiation as in computer screens.

**MINIMUM TRAINING AND EXPERIENCE**

High School diploma and two (2) years experience in general office work, including some experience in working with real estate or land records.

***THE ABOVE DESCRIPTION IS ILLUSTRATIVE. IT IS INTENDED AS A GUIDE FOR PERSONNEL ACTIONS AND MUST NOT BE TAKEN AS A COMPLETE ITEMIZATION OF ALL FACETS OF ANY JOB.***